

United States Bankruptcy Court
Central District of California



Filing Procedures
for
Statement of Social Security Number(s) - Form B21

(Effective January 1, 2009)

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Statement of Social Security Number

Effective January 1, 2009, attorneys electronically filing petitions through the Court's CM/ECF system will be required to electronically submit the **Statement of Social Security Number(s) (Official Form B21)** ***immediately*** after every new petition is filed on behalf of an individual debtor. The Form B21 must contain the full nine-digit social security number or individual taxpayer-identification number (ITIN), and must be signed by the debtor(s) under penalty of perjury.

Failure of the attorney to submit the Statement of Social Security Number(s) immediately after the petition is filed, will cause a Case Commencement Deficiency Notice to be issued to the debtor.

WARNING! To ensure the privacy of the debtor's Social Security Number, the **Statement of Social Security Number(s)** should:

1. Not be combined with the voluntary petition or schedules.
2. Always be filed using **"private"** event code **Statement of Social Security Number(s) Form B21**; or if the statement is being amended, use **"private"** event code **Statement of Social Security Number(s) Form B21 (AMENDED STATEMENT)**.

Form B21 must be printed and signed by the debtor(s), scanned as a separate PDF file, and filed using **"private"** event code **Statement of Social Security Number(s) Form B21** or **Statement of Social Security Number(s) Form B21 (AMENDED STATEMENT)** (if the statement is being amended). In a joint case, one form with the signature of each debtor must be filed.

Electronic signatures, /s/, by the debtor(s) will not be acceptable and the statement will be deemed deficient.

Note: It is not necessary to provide the Court with a paper (Judge's) copy of Form B21.

Filing the Statement of Social Security Number(s) Form B21:

Upon completing the filing of the petition electronically in CM/ECF (your last screen will be the "Notice of Bankruptcy Case Filing") (See Figure 1), *without exiting the screen*, file the Statement of Social Security Number(s) Form B21 by following the steps below:

WARNING! CM/ECF will time your session out after 20 minutes of being idle.

Step One:

From the Main Menu Bar, select **Bankruptcy**. (See Figure 1 below.)



Figure 1

Step Two:

From the Bankruptcy Menu, click the link to **BK- Other**. (See Figure 2 below.)



Figure 2

Step Three:

Enter the applicable case number. Note: Please verify the name and case number to ensure you are filing on the correct case.

Step Four:

A list of events is displayed. Select **Statement of Social Security Number(s)**. Click **Next**. (See Figure 3 below.)

Note: Use event code ***Statement of Social Security Number(s) Form B21 (AMENDED STATEMENT)*** if the statement is being amended.



The screenshot shows the ECF system interface. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Manual, Search, and Logout. Below this is the 'Miscellaneous' section. It displays case information for '1:08-bk-10036-MT Julio Cesar'. The case details include: Type: bk, Chapter: 11 v, Office: 1 (San Fernando Valley), Judge: MT, Assets: y, and Case Flag: PlnDue, DclsDue. Below the case details is a search bar with the text 'Start typing to find another event. Hold down Ctrl to add additional items.' To the left is a list of 'Available Events (click to select events)' including Schedule F, Schedule G, Schedule H, Schedule I, Schedule J, Self Help Clinic User, Statement, Statement Assist non-Atty, Statement in Support of Reaffirmation Agreement, Statement of Current Monthly Income (Chapter 11 - Form 22B), Statement of Current Monthly and Means Test Calculation (Chapter 7 - Form 22A) (BIC Option), Statement of Financial Affairs, Statement of Good Faith, Statement of Intent, Statement of Operations, Statement of Related Case, Statement of Social Security Number(s) Form B21, and Statement of Social Security Number(s) Form R21 (AMENDED STATEMENT). To the right is a 'Selected Events (click to remove events)' list containing 'Statement of Social Security Number(s) Form B21'. At the bottom are 'Next' and 'Clear' buttons.

Figure 3

Step Five:

Select the name of the party filing the document. Click **Next**. (See Figure 4 below.)



The screenshot shows the ECF system interface. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Manual, Search, and Logout. Below this is the 'Miscellaneous' section. It displays case information for '1:08-bk-10036-MT Julio Cesar'. The case details include: Type: bk, Chapter: 11 v, Office: 1 (San Fernando Valley), Judge: MT, Assets: y, and Case Flag: PlnDue, DclsDue. Below the case details is a 'Select the Party:' section. It contains a list of parties: Bank of America, [Creditor], Cesar, Julio [Debtor], Countrywide, [Creditor], United States Trustee (SV), [U.S. Trustee], and Wells Fargo Bank, [Interested Party]. A red arrow points to 'Cesar, Julio [Debtor]'. To the right of the list is a link 'Add/Create New Party'. At the bottom are 'Next' and 'Clear' buttons.

Figure 4

Step Six:

Browse and Upload the PDF of your document. Click **Next**. (See Figure 5 below.)



Figure 5

Step Seven:

The Docket Text: Final Text is displayed. Verify the information you entered is correct. (See Figure 6 below.)

Warning! If you realize, at this point, that you have selected the incorrect event code or incorrect case number, click on Bankruptcy to begin the process again. Otherwise, click **Next** to submit this transaction.

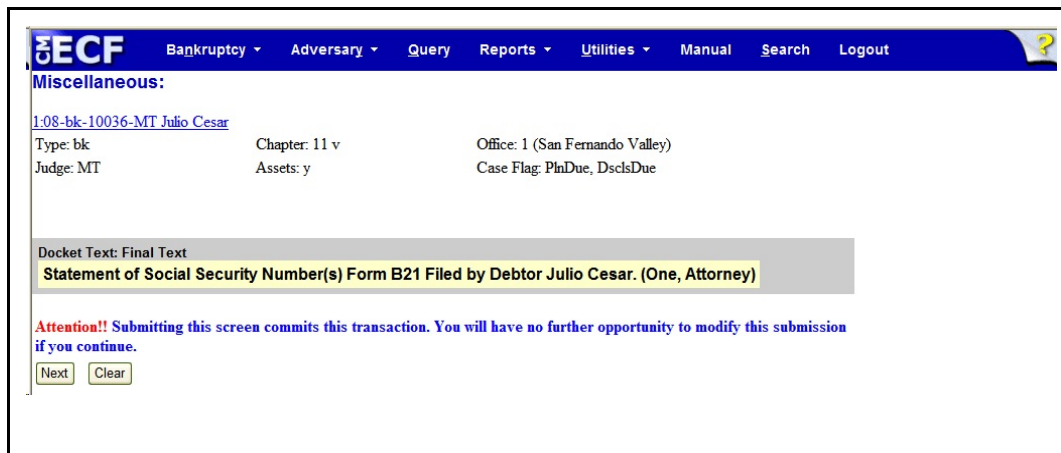


Figure 6

Step Eight:

The Notice of Electronic Filing is displayed. This is the confirmation that your documents has been filed. Save a copy of it for your records. **Note:** It is not necessary to provide the Court with a paper (Judge's) copy of Form B21.

Correcting Errors

If after filing a document you realize that an error has been made, contact the ECF Help Desk immediately at (213) 894-2365 or via email at ECF_Support@cacb.uscourts.gov

Clerk's Office staff members are available from 9:00 a.m. to 4:00 p.m., Monday through Friday to assist you. By notifying us timely, we can ensure that any and all corrections are made timely. However, docket entries cannot be deleted. The court will inform you of any corrective action that needs to be taken on your behalf.

Contacts

ECF Help Desk at (213) 894-2365, Monday through Friday, 9:00 a.m. to 4:00 p.m. or by e-mail to ECF_support@cacb.uscourts.gov

Questions or concerns related to the ECF Help Desk may be directed to:

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